

— — — *yes SM*

**BOARD OF SELECTMEN
MEETING MINUTES
6/15/10**

The Board of Selectmen met in the Town Hall, Joseph F. Bilotta Meeting Room as scheduled with Paula Bertram, Steven M. deBettencourt, Ernie Sund, Dave Matthews and Town Manager Kerry Speidel present; Tom Alonzo absent. Meeting opened at 6:03 P.M. with the Pledge of Allegiance, recessed for Executive Session at this time, reconvened Regular Session @ 7:04 PM.

PUBLIC DISCUSSION

Dave would like to congratulate all those who graduated this past weekend.

John Baker of 53 Chase Road came before the board regarding an issue of the Board of Selectmen; he noted that Steve deBettencourt is a long term member of the Board of Selectmen and there was a vote taken by the prior board that will eliminate his (health) insurance after over 19 years of service and would like to have this board revisit before this coverage is eliminated. Per Dave, this board didn't vote to eliminate Steve's health benefit, it voted to eliminate health insurance for elected officials. It wasn't a personal decision and he respects all the service Steve's given to the town. Paula echoed those thoughts and we are all elected officials and volunteer our time, and as Mr. Matthews stated, we're laying off individuals and now is not the time. Steve noted that this issue isn't about him it's about the next person coming down the road, who will have an incentive to run for these positions, the day to day operations. It's a benefit to someone who'll be taking his place a few years down; it's a benefit that costs a little bit for the town so that they can get someone to run who's talented. May just push the right person over the top to run and take these positions over.

Sharon Migliozi, Chase Road commented on the Board of Selectmen no longer having health insurance and noted the hours and hours that are spent by members and believes that the town owes you health insurance if you are in need of it. She questioned if there is legislation in place that unless an elected official is paid \$5,000 / year they can not have benefits in the town. Kerry believes that this is part of the pension reform that has already been passed.

Ernie echoed Steve's comments and noted that he's been involved with the town since 1987 and that he's never taken the opportunity of the insurance benefit. Noted that when applicants, potential candidates to the board have been interested in serving they often times question what is the pay or incentive.

Paula would like to discuss when there is a full board present and for Kerry to look into the regulations.

ANNOUNCEMENTS

1. Band Concert Schedule – attached, noted that for this year they are starting at 7:00 PM.

APPOINTMENTS

1. 7:45 PM – Interviews for Committee / Board Vacancies -

- Deborah Seeley of 899 Flat Hill Road, came before the board regarding her interest in serving the town and would like to be appointed as a member of the Council on Aging. Noted that she has served the town over the years in other capacity's. Dave motioned to appoint, Steve seconded, voted unanimously.
- Applicant for Associate member of the Conservation Commission, Sharon Jordan of 77 Burrage Street, advocate for the protection of open space and natural resources. Noted her prior experience as a member of a recycling committee, an advocate of the town's trails. She has worked as the Director of IT compliance, experience with RFP's, negotiations etc. Ernie motion to appoint, Steve seconded, voted unanimously to appoint.
- Mark Murphy interested in joining the Conservation Commission as a full member, noted his past experience. Dave motion to appoint Mr. Murphy to the Conservation Commission, Steve seconded, voted unanimously to approve.

Louis Franco, of 250 Arbor Street interested in serving on the Board of Assessor's and is still looking for a way to serve the town (initially was running to fill a vacancy on the Board of Selectmen). No agenda or particular affinity to the Board of Assessor's. Per Paula as this is a joint appointment between the Board of Selectmen and the Board of Assessor's, the Assessor's have scheduled this for July 13th and we will have to wait to make the decision until that time.

CURRENT BUSINESS

1. **Minutes** - Board of Selectmen Executive Session for 5/4/10 & 6/8/10, Board of Selectmen Regular Session for 5/11/10 and 5/18/10 reviewed and signed.

Warrants - #69 10, 6/15/10 - \$82,804.97 and 70 10, 6/16/10 - \$195,136.68 reviewed and signed.

Action File Issues – Dave noted that the leaking roofs at the Jones House haven't been fixed yet and that this needs to be addressed.

2. Unitil – Municipal Aggregation (tentative) (continue to July 6, 2010) – Per Paula, this information has just been presented to her as Tom Alonzo was in communication with Unitil and she questioned what role the Utilities Task Force would have and would like this before the board at a future date.

3. Accept/Sign amended Agreement with PEC – Sharon Migliozi member of the PEC Committee and the retiree representative discussed the achievements and amendments to the PEC Agreement. Paula reviewed that this amendment changes the percentage rates of the premiums for next fiscal year and expressed appreciation to the members of the PEC for all their work in realizing the changes and cost savings to the town. Kerry also noted the work that Sharon and members of the PEC have accomplished, this is something that was taken into account for the 2011 budget and that the budget had been designed with the costs savings taken into account.

4. Manager Updates –

➤ Kerry informed the board that she attended a meeting with Chief Glenn and Chief Bourgeois at Unitil to discuss the upcoming storm season and they reviewed their Emergency Response Plan, as far as the manpower and what their response time will be. She wasn't 100% assured that we're not going to have any issues. There were five speakers and only one of them was here in 2008. They have put together a response structure and may be beneficial to have them present a detailed response. This is the second annual meeting that she has attended and they did a better job this year. Also mentioned that they expect the 2010 hurricane season is going to be worse than normal.

Paula would like to have them present their plan/information and also questioned whether they've discussed the vegetation management plan and this is one of the concerns that she will bring forth when she meets with Unitil.

Steve noted that from what he has seen, Unitil has been more prepared when a storm incident is pending. Kerry informed the board that Unitil has recently acquired a system in NH and into ME which is greater than or equal to the area serviced currently in terms of territory, they've about doubled and this is of concern as they just didn't have the resources.

➤ DOR issued informational release today on the Smart Growth on the process that needs to follow for reimbursement for housing within the 40R project.

5. Blackboard Connect – Emergency Notification System – Chief Scott Glenn discussed the problems experienced with communications to the public, not only for emergency situations but for other communications that the town may want to get out to the community. Blackboard Connect was the system that stood out among all the others, currently are moving forward with installing the system. Link on home page, that says emergency management system which connect to link for a new sign up or edit for residents or businesses. The information that has already been loaded onto the system was through information obtained through Verizon. Secure site that only the blackboard connect people are able to see, have to include the Lunenburg address. Police Chief and he are the two primary contacts and will be advising the departments heads and committee members of the methods of communications. Training to be scheduled at the station and tentatively anticipate the system will be up and running by August 1st.

Reverse 911 which is operated by the Sheriff's department can only be used for emergency's and is a computer originated voice. This system can be used for other things as well however will caution that we do not want to overuse the system.

Per Kerry, this system is very user friendly as you always know who's calling, you'll recognize the number/voice and are also able to include cell phones, however we are asking people to enter the land line information in the system. Funding for this was from PACC and presented this system to them and they agreed to fund this project for three years for both the town and the school department. After the three years we will try to build within the budget, or again approach the PACC; the town portion is around \$7,000. Blackboard connect takes care of the entire system.

Chief Bourgeois extended appreciation to the Worcester County Sheriff's department in their assistance with the reverse 911 system and noted the role that it has played in the past in trying to locate missing individuals and emergency situations.

6. Update on Regional Dispatch Agreement – Chief Glenn introduced Thomas Ruchala, Rutland Fire Chief to discuss what has been experienced and a quick draft of the report on regional dispatch.

Per Scott, all of us wanted to be more efficient in our jobs and regional dispatch seemed a reasonable way to becoming a more efficient and effective cost saving opportunity.

Two feasibility study grants that the project was done under. Reviewed final report and findings as attached and noted that they have submitted for a grant to move forward with this project.

Scott noted that one of the pro's to going to regional dispatch as there is one person who is typically dispatching for police / fire and if you were to go to a regional dispatch you would have the ability to have emergency dispatch personnel available to respond to emergency medical calls, first line of communication. One of the downfalls however, would be that the person who currently serves in this position is the first face within the dispatch / office area and how would we handle this type of communication.

Kerry informed the board that the Finance Committee met and received a copy of this last Thursday and that one of their concerns was the comments within the report on the professional and efficiency in the response time. Chiefs noted that with the smaller departments, due to fiscal constraints, in most cases they are not able to send their employees to training. Kerry noted to Finance Committee that

communities that are faced with making budget cuts will cut dispatch and place either a firefighter or police officer to cover dispatch and noted to them that these are two very different areas.

Chief Dan Bourgeois expressed appreciation to those who have been involved and commented that this is a joint venture. Noted that the dispatch is a very difficult area, concerns however are notably on page 2 of the study, one in particular being facility security and noted that from 6:00 PM to 6:00 AM the fire side is only covered through on-call personnel. He noted his concerns with the seizures terminal, warrant management computer system which has to be staffed by someone 24/7 and would caution the board that this may take some time and we will need to move cautiously through the process. He does believe that this is worth moving forward and strongly investigate this as we have a tremendous amount of walk in traffic and the dispatcher's work to field these individuals for the police. Currently working with 15 communities but could be as large as 45 communities depending upon who would want to join in. Would need to look at entire system, region and decide on policies and procedures to be melded together so that it will all be the same. Ernie has concerns about how it will be done and how the different communities may dispatch not knowing the areas but noted that where the state has currently approximately 241 dispatch centers and the State of California has 4, this is something that can be done and should be investigated.

Scott noted that there are actually two studies that are on going and we've been involved with the one being conducted by Devens as well.

Meeting is scheduled at the Rutland Public Library to review the findings and recommendations of the feasibility study that has been completed, scheduled on June 24th at 7:00 and is open to any interested individual.

OLD BUSINESS

1. Committee Updates

- Dave, School Committee is meeting this week to discuss their budget for 2011 and the Regionalization Planning Committee is scheduled to commence meetings and representatives met last night with North Middlesex Regional School District.

APPOINTMENTS/REAPPOINTMENTS

1. **Annual Appointments** – Hold on Personnel Committee. Town Counsel appointment (hold until next meeting on the appointment of Town Counsel, as we are awaiting information). Paula would prefer to wait to see what we're getting from counsel before we make the appointment. Steve's concern is the thought process and if we're going to be considering not appointing the current counsel as the bidding process takes time. Motion to approve all those not on hold, Steve so moved, voted unanimously.

Appointments under the Chief Administrative Financial Officer i.e. Building Inspector and Computer Advisory Committee are actually Board of Selectmen appointments and would recommend that the Building Inspector not be included in this in the future as he is hired as an employee. Reviewed Vacancies and noted that the vacancy on the Conservation Commission has been filled and that there may only be one vacancy on the Finance Committee and not two as listed. Also that there should be two vacancies on the PACC (T.Mason not received as of yet). Also, ratified appointments of the Town Manager to appoint to the Lunenburg Police Department as attached. Steve motion to ratify the appointments, Ernie so moved voted unanimously.

Paula reviewed the appointments of the Chief Administrative Financial Officer, Steve motion to ratify the appointments, Dave so moved voted unanimously.

Paula would like to put the Board's liaison list on for the board's next meeting.

EXECUTIVE SESSION

1. M.G.L. Chapter 39, §23B(3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government's bargaining or litigation position; and to conduct strategy session in preparation for negotiations with non-union personnel.

Being no further business board voted unanimously to adjourn Regular Session at 8:47 P.M.

Respectfully submitted,

Laura Williams, Chief Administrative Assistant
Board of Selectmen

ANNOUNCEMENT – BAND CONCERTS

**CONCERTS WILL BEGIN AT 7:00 PM
ON THE LOWER COMMON
(previously started at 7:30 PM)**

Band Concert Schedule is as follows:

July 12th – Lion's Club

July 19th - Friendly Seniors

July 26th – Available

August 2nd Available

August 9th Available

August 16th - Rain Date

**Memorandum of Agreement
Between
Town of Lunenburg
And
Lunenburg Public Employee Committee**

Pursuant to M.G.L. Chapter 32B, Section 19, this *Memorandum of Agreement* amends the current in-force health insurance agreement as follows:

The Town of Lunenburg ("Town") and the Lunenburg Public Employee Committee ("PEC") agree to adjust premium contribution rates on HMO Blue, Managed Blue for Seniors, and Medicare HMO Blue health insurance plans from the existing 80/20 split (Town/ Employee Contributions) to 77.5/22.5 (Town/ Employee Contributions) effective July 1, 2010 through June 30, 2011.

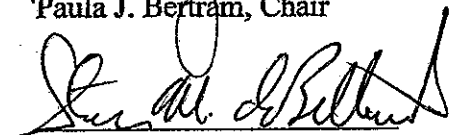
The Town and PEC agree to offer a Dental Plan, to be determined by the PEC, at 100% Employee Contribution, effective January 1, 2011. Active Employees interested in purchasing this coverage, may do so through Payroll Deduction. Retired Employees interested in purchasing this coverage, may make payment in the same manner in which they make payment for their Health Insurance.


The Town and PEC further agree to extend the existing in-force health insurance agreement from an expiration date of June 30, 2012 to June 30, 2014.

The Town and the PEC have agreed that no further changes beyond what is stated above are being made to any other aspect of health benefits as outlined in the *Health Insurance Agreement of July 1, 2008*.

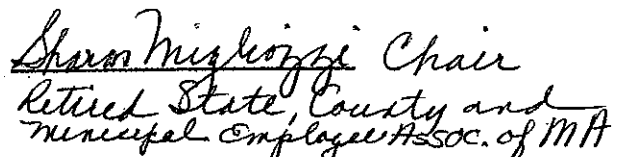
For the Town:

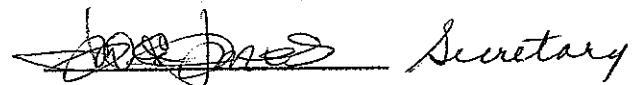

Paula J. Bertram, Chair

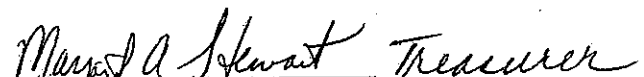

Steven deBettencourt, Vice-Chair


Carl "Ernie" Sund, Clerk

For the PEC:


Sharon Miskowicz Chair
Retired State, County and
Municipal Employee Assoc. of MA
Vice Chair


Secretary


Mary A. Stewart Treasurer
Municipal Employees

For the Town:

Thomas A. Alonzo, Member


David J. Matthews, Member

For the PEC:

Joseph Prognan
D.P.W Local # 39

Shirley Spock
School Secretaries

Wanda Butler - Tutors and Aides

John G. ... LEA

Theresa DeBettencourt CUSODIANS

James ... Firefighters Local

Susan M. Dwyer cafeteria workers

Michael F. Luthi Police Dept

Thomas P. Ruchala

From: Lt. Thomas Kokernak [thomas.kokernak@sterlingfd.net]

Sent: Thursday, May 27, 2010 6:11 PM

To: firechief@charterinternet.com; policechief@townofrutland.org; Alexander J. Belisle Jr.; Chief Bruce Ricard; Chief David Hurlbut; Chief Dennis Minnich; Chief Dennis Perron; Chief Donald Haapakoski; Chief Gary Chamberland; Chief George Sherrill; Chief Jack Chandler; Chief Joe Flanagan; Chief John Fleck; Chief Kevin Roy; Chief Ray Laporte; Chief Richard Pauley; Chief Scott Glenny; Chief Thomas McCaffrey; Chief Thomas Ruchala; David E. Battistoni; Chief@SterlingPD.com; Jackie O'brien; James Hurley; Joe Rogowski; John Lebeaux; kdlamb; Leon Gaumond; lwong@ci.fitchburg.ma.us; Nancy Colbert; Princeton Police Chief; Rep. Evangelidis; Terri Ackerman

Cc: Kennedy, Tom

To All:

In April of 2009 I was given the opportunity by all of you to chair a committee tasked to study the feasibility of regionalizing and/or consolidating E-911 and public safety dispatch for 15 communities in Worcester County. It is with a strong sense of accomplishment that I announce that the scope of work we planned for FY2010 has been completed and I am pleased to provide you with the final report for the feasibility study conducted by CTC, Inc.

As committee chair, my goal was to provide a constructive forum for us to compare the benefit in developing a regional system for addressing the problem of providing 911 and public safety radio dispatch services against each community's existing local 911 dispatch systems and the implication that would have in each town. After reading the report I am satisfied that we have both the objective data and professional analysis that needed for each community to make their own decisions about their continued participation in the project.

It is my opinion, based on the information in this and five other studies that have been completed supporting regional dispatch in northern Worcester County that we could benefit greatly both in the service provided to citizens as well as those provided to police, fire, and EMS professionals in the field if we implement this concept in our region. The data supporting the argument is compelling. With the many of the concerns focused on secondary issues associated with changing self-serving methods and procedures, local participation will be key component to its success. There are many to apply this concept in our area and make it work but the participation of motivated local officials is what will make it work well an allow us to figure suitable solutions that best serve the needs of our people.

The FY2011 grant application has been written and has been submitted in compliance with the 5/21/10 deadline by Chief Ruchala. Our goals for the FY2011 grant are to acquire the funding required to accomplish the following scope of work:

1. Use data from FY2010 report to decide on the most suitable system to serve the needs of the communities involved with the project. This will include system governance, size, configuration etc.
2. Collaborate with the state funded Central Massachusetts regional interoperability study to aide in the engineering of interoperable RF communications systems, practices and policies.
3. Complete a security analysis of the current Police Departments there potentially will not be a twenty-four hour presence at that site to provide enhanced facility security.
4. Develop an Implementation Plan to include:
 - a. Governance agreement, a critical document between the community and the RECC that describes organizational performance, role of an advisory board, cost structure and assessment as well as other elements that the community requires
 - b. Policies and Procedures for the RECC that meet the unique needs of the disciplines of the emergency response agencies to ensure that the appropriate resources are provided at the time that they are needed. The communications center should be governed by the appropriate rules

6/14/2010

and regulations to ensure performance standards are being maintained and community needs are being met. NFPA 1221, APCO and CALEA would provide guidance for the development of those documents.

5. Facility Plan

- a. Conduct space needs analysis
- b. Evaluate facility options
 - i. Existing site and building – Use an existing site and building and adapt it for use as a consolidate center. It is unlikely that any existing center would have the space, security and support systems for an RECC
 - ii. Existing site and building – Use an existing site but build a new center
 - iii. New site and new building - Acquire a new site and build a new center. This alternative would be the most expensive, but would allow complete flexibility in choosing the most acceptable site
- c. Develop preliminary project design/construction costs
- d. Select an architect
- e. Design the facility
- f. Build the facility
- g. Develop occupancy strategy

- 6. Develop communication systems plan including access to communications links, public telephones, radio links, microwave towers. Site consideration should be given to the ease of accessing multiple communications links to ensure redundancy
- 7. Develop and operational plan to meet all of the State 911 Standards for the RECC
- 8. Information technology plan, including Computer aided Dispatch (CAD) and Records Management Systems (RMS)
- 9. Internal process for each town to overcome concerns/obstacles that have been identified by each of the towns' chiefs.
- 10. A provision for transitioning non-dispatch services to other town departments for the administrative services that are currently being performed by its dispatch operation.
- 11. Develop and test a transition strategy for emergency communication services conducted in the communities to the RECC

I am hopeful the State 911 Department will see the merit of our project and provide us the funding to continue our project.

A formal report release presentation put on by CTC, Inc. is being planned in order to provide a forum for officials such as selectmen or other local officials who have not been directly involved with the committee to see the presentation and have the opportunity to ask questions. That date for this is being worked out and will be announced as soon as it is scheduled. As I indicated in last weeks email we are also looking to have the attestation letters for the FY2011 scope of work be completed and sent to Chief Ruchala in Rutland ASAP so he can forward them over to the 911 Department.

With that, I submit to you the Final Report of the "Feasibility Study for Developing Regional E911 Communications Services for North Central Massachusetts" as prepared by CTC, Inc.

Regards,

6/14/2010

***Feasibility Study for
Developing Regional E911 Communications
Services***

For North Central Massachusetts

Final Report

Submitted to:

Contracting Agency
Thomas P. Ruchala
Fire Chief
Rutland Fire Department
Rutland Regional Emergency Communications Center
240 Main Street
Rutland, MA 01543
Tel: (508) 886-4107

Prepared by:

Thomas J. Kennedy, CEO
CTC, Inc. Public Safety Technology Center
134 Flanders Road, Suite 225
Westborough, MA 01581
Tel: (508) 870-0042 • Fax: (508) 366-0101

March 26, 2010

EXECUTIVE SUMMARY

This study was conducted to explore the feasibility of creating a Regional Emergency Communications Center (RECC) for the North Central Massachusetts area for fifteen (15) communities. The Town of Rutland, which currently operates the Rutland Regional Emergency Communications Center (RECC) that provides 911 call taking and dispatching services for the towns of Rutland, Oakham and Hubbardston, was the administrative lead for this grant and project. The town of Sterling Fire Department was a collaborator from the initial proposal and throughout the study. The communities involved in this study ranged from these four communities in the RECC to Royalston on the northern border with New Hampshire and most of the communities in between, including the city of Fitchburg and east to Berlin along the I-495 corridor. The CTC Inc. Public Safety Technology Center was awarded a contract to conduct this study.

The Methodology utilized interviews, a site survey and document research.

The Findings were as follows:

- Five prior feasibility studies concluded that it is feasible to consolidate the E911/emergency call taking and dispatching functions for many of the communities in this feasibility study. All studies identified great efficiencies and effectiveness in a regional communications center.
- The fifteen (15) communities in this study provide emergency communications services in the following configuration:
 - Rutland RECC provides communications services to Rutland, Oakham and Hubbardston;
 - Eleven (11) communities, Barre, Berlin, Boylston, Fitchburg, Holden, Lancaster, Leicester, Lunenburg, Princeton, Sterling and West Boylston, provide those services through an internal community police agency, primarily the police department
 - Royalston provides those services to their community through the State Police Franklin County RECC in Shelburne Falls
 - With the exception of Fitchburg, the current profile of the centers is as follows:
 - One Dispatcher per shift
 - Avg. annual budget - \$201,304 (six communities)
 - Dispatch for Multiple Community Departments
 - Provide other community functions
 - 1. i.e., Burn permit and accident records
 - Provide on-site presence for host agency including utilization for:
 - 1. Prisoner monitoring
 - 2. Facility security
 - All Communications Centers utilize civilian dispatchers with the exception of Fitchburg and Holden
 - The Policy and Procedures are in place in the majority of the centers
- The radio systems have been developed with a community approach to the radio systems, e.g., each department developed their radio system capability and then developed systems to provide interoperability within the community. There was little interoperability capability throughout the region;
- Leadership is a key factor in adjusting to the change for the public safety agencies and the communities to move from the current 911 PSAP services in the community

to a regional center. Both Police and Fire Chiefs expressed concerns about the move in the short term as they felt that in-depth planning must be conducted to ensure that there is continuity of local services during this time and to provide a smooth transition to a RECC.

- A summary of the benefits of regionalization identified by Police and Fire Chiefs is as follows:
 - A potential for a greater level of professionalism for the dispatchers at a regional center
 - Some cost savings to the community
 - Enhanced communications technology
 - Better training criteria
 - Mutual aid enhancements
 - Allow for cost savings from RECC to be used for providing additional line personnel to police and fire departments
 - Provide for a greater amount of management time from their current oversight of the 911/Communications Center to focus more on their primary responsibilities of police and fire services
- Concerns identified by the Chiefs are summarized as follows:
 - The current radio system in most of the towns are in need for significant improvement
 - Staffing at a regional center to accommodate all of the participating communities needs.
 - Handling of walk-in business calls to the police department
 - Oversight of the regional center – criteria required in the governance documents for dealing with problems and performance.
 - Response procedures may differ in each town regarding law enforcement specific incidents, i.e., bank alarms may require standardization in a regional center.
 - Planning effort needs to address regional interoperability for radios and information technology (Computer Aided Dispatch and Records Management System)
 - Arrest processing system for officer safety
 - CJIS terminal security at station when staffing is no longer on site
 - Warrant management system that requires access to original documents
 - Facility security – limited camera monitoring
- Workload assessment: 2008 911 call data provided by the State 911 Department was reviewed for each community . With all but one of the communities the data parallels population. It is also recognized that 911 calls do not reflect the total demand of the dispatchers' time. Calls for Service (CFS) data is categorized differently in each community making this data element impossible to analyze due to the inconsistency of the data.
- Thirteen of the communities are spending \$2,293,951 in recurring costs for their communications center appropriations. This total does not include Royalston or Fitchburg. Royalston pays only a nominal fee of \$3600.00 to belong to the State Police 911 dispatch operation in the Franklin County RECC. Fitchburg does not breakout the Communications Center budget separately and includes those costs in

the police and fire departments appropriations. A tentative budget for the RECC provides a total savings of \$422,201 from the current combined budgets.

Recommendations:

1. It is feasible to include all of the communities in a new North Central Regional Emergency Communication Center and we highly recommend that those communities strongly consider this option for the two reasons that the Police and Fire Chiefs identified as **Goals** for a RECC. They are as follows:
 - a. Increase the **professionalism** of the 911/communication services to their communities and departments
 - b. Provide for **cost savings** through a RECC
2. Provide assistance for security analysis of the current Police Departments operation when there will not be a twenty-four hour presence;
3. All community town administrators and Mayor should consider moving their 911 dispatch services to the RECC to allow for the achievement of those goals for their communities;
4. Develop an Implementation Plan that includes tasks and timelines to insure an effective process in transferring the 911 and dispatch services from the communities to the North Central RECC. The implementation plan would include the following categories:
 - a. Governance agreement, the most critical document between the community and the RECC that describes organizational performance, role of an advisory board, cost structure and assessment as well as other elements that the community requires;
 - b. Policies and Procedures for the RECC that meet the unique needs of the disciplines of the emergency response agencies to ensure that the appropriate resources are provided at the time that they are needed. The communications center should be governed by the appropriate rules and regulations to ensure performance standards are being maintained and community needs are being met. NFPA 1221, APCO and CALEA would provide guidance for the development of those documents;
 - c. Facility Plan
 - i. Conduct space needs analysis
 - ii. Evaluate facility options
 1. Existing site and building – Use an existing site and building and adapt it for use as a consolidate center. It is unlikely that any existing center would have the space, security and support systems for an RECC
 2. Existing site and building – Use an existing site but build a new center
 3. New site and new building - Acquire a new site and build a new center. This alternative would be the most expensive, but would allow complete flexibility in choosing the most acceptable site
 - iii. Develop preliminary project design/construction costs
 - iv. Select an architect
 - v. Design the facility
 - vi. Build the facility
 - vii. Develop occupancy strategy
 - d. Communication systems plan including access to communications links, public telephones, radio links, microwave towers. Site consideration should be given to

the ease of accessing multiple communications links to ensure redundancy of systems;

- e. Operational plan to meet all of the State 911 Standards for the RECC;
 - f. Staffing plan that is based upon workload of dispatchers time and tasking. Include in the analysis will be shift staffing criteria, shift configurations and policy decisions for performance goals;
 - g. Information technology plan, including Computer aided Dispatch (CAD) and Records Management Systems (RMS);
 - h. Internal process for each town to overcome concerns/obstacles that have been identified by each of the towns' chiefs;
 - i. A provision for transitioning non-dispatch services to other town departments for the administrative services that are currently being performed by its dispatch operation;
 - j. Develop and test a transition strategy for emergency communication services conducted in the communities to the RECC.
5. Utilize the findings and recommendations from the Central Massachusetts Interoperability Study currently being conducted to provide guidance and direction for the resolution of gaps for radio coverage in the RECC area.



OFFICE OF THE
SELECTMEN

TOWN OF RUTLAND
MASSACHUSETTS
246 MAIN STREET
RUTLAND, MASSACHUSETTS 01543
TEL. 508-886-4100

June 2, 2010

RECEIVED

JUN - 4 2010

Board of Selectmen
P.O. Box 135
17 Main Street
Lunenburg, MA 01462

SELECTMEN'S OFFICE

Dear Board Members:

The communities of Rutland, Oakham, Hubbardston, West Boylston, Boylston, Barre, Sterling, Holden, Lunenburg, Fitchburg, Princeton, Lancaster, Berlin, Royalston and Leicester came together in the spring of 2009 expressing an interest to look at the feasibility of sharing regionalized emergency call taking and dispatch services. Requesting a Development Grant from the State 911 Department to conduct a study, the group has worked with the consulting group CTC, Inc. of Westboro for the past 8 months to vet out all the pertinent information, determine its feasibility and establish recommendations for a course of action.

The Town of Rutland is the recipient and administrator of the grant and has overseen the feasibility study thus far. The consultant's findings and recommendations will be presented at a meeting scheduled for

Thursday, June 24, 2010, 7:00 pm
At the Rutland Public Library, lower level
280 Main Street, Rutland

We request that you attend this important meeting to attempt to plan a course of action. Kindly respond to the Rutland Selectmen's office at 508-886-4100 so we can plan accordingly.

Sincerely,

Sheila H. Dibb, Chairman *nm*
Board of Selectmen

BOARD OF SELECTMEN / RE-APPOINTMENT LIST

Lunenburg Charter Section 3-2 (d)

FY'11

BOARD OF APPEALS-5 YRS

2015 Alfred Gravelle

BOARD OF APPEALS/Assoc. Mbrs. (3yrs.)

2013 Paul Doherty

2013 David Blatt

CONSERVATION COMMISSION-3 YRS

2013 Robert Verge

2013 Kenneth Jones

CONSTABLE-1 YR

Contingent upon up-to-date bond

2011 Richard O. Allen

2011 Michael A. Bottalico

2011 Albert Poladian

2011 Paul B. Porter

2011 Kevin Rice

2011 John H. Godek

2011 Norman Winchester

COUNCIL ON AGING-3 YRS

2013 Fred Crellin

2013 Peter Lincoln

2013 Elisabeth Montuori

FINANCE COMMITTEE—3 YRS. 3-2D

2013 Barbara Reynolds

HISTORICAL COMMISSION-3 yrs.

2013 Patrick J. Slattery

MART ADVISORY BOARD-1 YR.

2011 Robert H. Bowen

MONTACHUSETT REGIONAL

PLANNING COMM.-1 yr. (alternate)

2013 Robert H. Bowen

MONTY TECH REP. (3 YRS.)

2011 Barbara Reynolds

PUBLIC ACCESS CABLE COMM. 3-yrs.

P.A.C.C.

2013 Martha Cheesman

PERSONNEL COMMITTEE-3 YRS- -HOLD

w/moderator

2013 Deborah Christen

REGISTRAR OF VOTERS-3 YRS

2013 Shirley McBride

SURVEYOR & MEASURER OF LUMBER- 1 YR

2011 Alan Paton

TOWN COUNSEL-1 YR

2011 Kopelman & Paige PC → HOLD

TOWN HALL CLOCK WINDERS-1 YR

Primary

2011 David Murphy

2011 Lou Franco

2011 Jay Schwartz

2011 Tom Alonzo

2011 Chriztine Foltz

Backup

2011 Al Dettenrieder

2011 Brian L. LeBlanc

2011 A. Dexter White

VETERAN'S SERVICE OFFICER

2011 "TJ" Blauser

WELLNESS COORDINATOR- 1 YR

2011 Lisa Normandin

**CHIEF ADMINISTRATIVE FINANCIAL OFFICER APPOINTMENTS/RE-APPOINTMENTS
FY'10- Section 4-2 (d)**

ANIMAL CONTROL OFFICER-1 YR.

2011 Kathleen M. Comeau

BUILDING INSPECTOR - 3 YRS. [BOS]-Employee

2011 Michael J. Sauvageau

Alternate Building Inspector- 1 yr.

Appointed by Bldg Inspector

2011 Edward Cataldo, Leom. Bldg. Dept. 25 West St.

COMPUTER ADVISORY COMMITTEE-1 YR.

2011 Russell N. Harvey

2011 Patrick McEvilly

2011 James Tuttle

2011 Gregory H. Kerins

DIRECTOR, MGLA CHAPTER 128-(4-H) 1 YR

2011 Ruth L. Anderson

EMERGENCY MANAGEMENT DIRECTOR

changed from CIVIL DEFENSE DIRECTOR-1YR

2011 Fire Chief Scott Glenn

"Races " CONTROL OPERATOR-1 YR

2011 Ralph Swick

MEMBERS

2011 Ian G. Martin

2011 Jeanine E. Swick

2011 Patrick Faucher, Jr..

FENCE VIEWER-1 YR.

2011 Robert H. Bowen

FIELD DRIVER-1 YR

2011 Kathleen M. Comeau

FOREST WARDEN-1 YR

2011 Chief Scott F. Glenn

HAZARDOUS WASTE COORDINATOR-1 YR

2011 Laura Williams-c/o Selectmen's Office

HEARINGS OFFICER - 1 YR.

2011 Laura Williams-c/o Selectmen's Office

INSPECTOR OF ANIMALS-1 YR

2011 Kathleen M. Comeau.

2011 Michael Fallon DVM

INSPECTOR OF PLUMBING & GAS FITTINGS

appointed by the Building Inspector

2011 Gary R. Williams

Assistant Inspector of Plumbing & Gas Fittings

2011 Richard Kapenas

INSPECTOR OF WEIGHTS & MEASURES-1 YR

2011 Joseph Quinn

POLICE SERGEANTS & LIC. AUTHORITY AGENTS

2011 Lt. James Marino, c/o Police Dept.

2011 Sgt. Stanley Barney

2011 Sgt. Thomas L. Gammel

2011 Sgt. Ernest E. Gould III

POLICE PATROLMEN & LIC. AUTHORITY AGENTS

(c/o Police Dept., 7 School St.)

2011 Jack Alan Hebert

2011 Charles P. Deming

2011 Jason Poitras

2011 Michael Luth

2011 Omar Connor

2011 Sean J. Connery

2011 Patrick Barney

2011 Robert DiConza

RESERVE POLICE OFFICERS

2011 George Aho

2011 Robert J. Ayles

2011 Alphonse Baron

2011 Daniel Bellofatto

2011 Linda Carrier

2011 Michael Connors

2011 Walter C. Godfrey

2011 Daniel Gould

2011 Paul G. Grunditz

2011 Lisa Larkin

2011 Donald Letarte

2011 Wendy Lizotte

2011 Paul B. Porter

2011 Joshua Tocci

2011 Michael Viola

2011 Sean Zrate

PUBLIC WEIGHERS FY'2011

Eric Morin

Faye Silva

Eric Ward

Gary Savoie

Brian Contois

Robert Pierce

Richard Reynolds

T. Marc Poirier

**SENIOR CITIZEN PROPERTY TAX WORK-OFF PROGRAM
& TAXATION AID COMMITTEE**

2011 Jeffrey Ugalde, c/o Treasurers Office

2011 Kathryn Herrick, c/o Clerk's Office

2011 Patricia A. White, Member-at-large

2011 David Manzello, c/o Assessors Office

2011 Doreen Noble, c/o Council on Aging

TECHNICAL ADVISORY COMMITTEE- 1 YR

2011 Marion Benson

2011 Jack Rodriquez

TOWN CLERK, ASSISTANT-1 YR.

Lynne Kraft

TOWN COLLECTOR, ASSISTANT-1 YR.

2011 Elaine Morin, c/o Treasurer's Office

TOWN FOREST COMMITTEE - 3 YRS

2013 Richard Bursch

TREASURER, ASSISTANT-1 YR

2011 Myleen Gulick, c/o Treasurer's Office

TREE WARDEN-1 YR

2011 Jack Rodriquez

VETERANS' SERVICE OFFICER-1 YR

2010 "TJ" Blauser

LOCAL CENSUS LIASON

Kathryn Herrick, Town Clerk

SMART GROWTH REPORTING OFFICER

M.G.L. Chapter 40S

Marion Benson, c/o Planning Board

****Denotes Chairperson

file: linda/my documents/appointments/

VACANCIES - FY'10

as of June 8, 2010

<u>COMMITTEE</u>		<u>TERM EXPIRES</u>
ASSISTANT BUILDING INSPECTOR 1 Vacancy	4-2[d]	06/30/2010
COMPUTER ADVISORY COMMITTEE 5 Vacancies	BOS by bylaw	06/30/2010
CONSERVATION COMMISSION 1 Vacancy	3-2(d)	06/30/2011
FENCE VIEWERS-1 yr - M.G.L. Ch. 49 1 Vacancy	BOS by MGL	06/30/2010
FINANCE COMMITTEE- 3 yrs. 2 Vacancies	<u>Joint Committee</u>	06/30/2012
HOUSING PARTNERSHIP-3 yrs 13 Vacancies	BOS by Charter	06/30/2010, 2011 & 2012
MONTACHUSETT JOINT TRANSPORTATION COMMITTEE 1 Vacancy	BOS by MRPC	06/30/10
PUBLIC ACCESS CABLE COMMITTEE (PACC) 1 Vacancy	BOS	06/30/2011
PERSONNEL COMMITTEE 1 Vacancy (Salary Admin. Rep)	BOS	06/30/2012
POUND KEEPER - 1 yr 1 Vacancy	BOS by MGL - Jean Larkin	06/30/10
SENIOR CITIZEN PROPERTY TAX WORK-OFF PROGRAM & TAXATION COMMITTEE 1 Vacancy-Member at Large		06/30/2010
BOARD OF ASSESSORS 1 Vacancy	Elected - Joint Appt	



Eagle House Senior Center
Doreen C. Noble, Director

June 8, 2010

MEMO

To: Lunenburg Board of Selectmen

From: Lunenburg Council on Aging

This letter is to inform that at the June 8, 2010 Council on Aging meeting board member Bonnie Edes informed us that she will not be returning to the Lunenburg Council on Aging as she is moving out of town.

Emily Foster will not be returning as her two-term limit is up.

Returning members are:

Pete Lincoln (Chairperson)
Mary Lynn Conrad (Vice Chairperson)
Fred Crellin
Barbara Brown
Elisabeth Montuori
Jim Hays
Joyce Wass
Jane Doyle
Sandy Flanagan

Also at this meeting a motion was made and seconded to recommend to the Lunenburg Board of Selectmen that Deborah Seeley be appointed by the Board of Selectmen as a board member to the Lunenburg Council on Aging for a 3 year term.
All approved, motion carried.

Deborah's address is
899 Flat Hill Rd
Lunenburg, MA 01462
(978) 582-7537

If approved, please let this office know the date and time that Deborah should be at the Selectmen's meeting for appointment



Lunenburg Council on Aging
Eagle House Senior Center
25 Memorial Drive
Lunenburg, Massachusetts 01462

RECEIVED

JUN - 8 2010

SELECTMEN'S OFFICE

lmc - 6/10

term 6/30/2013

TOWN OF LUNENBURG

CONSERVATION COMMISSION

Robert M. Verge, Chairman
Jean Joseph Cote, Vice Chairman
Richard A. Bursch
John V. Byrne
Kenneth J. Jones
John F. Lattanzi



Ritter Memorial Building
960 Massachusetts Avenue
Lunenburg, MA 01462
(978) 582-4146 x431
Matthew S. Marro,
Consulting Agent
Janice P. Carrier,
Administrative Assistant

COPY

RECEIVED

JUN - 1 2010

SELECTMEN'S OFFICE

TO: Board of Selectmen
FROM: Lunenburg Conservation Commission
DATE: June 1, 2010
RE: Appointments

The Conservation Commission has interviewed and recommends the appointment of three new members to the Commission. One will replace Greg Roy who resigned and two will be Associate (non-voting) members.

Member ~ Mark D. Murphy ~ 5 Page Street - ⁶⁻¹⁰⁻¹⁰ 582-0795 - LM -

Associate Member ~ Karenlee Lefebvre ~ 215 Page Street - 7681 - LM

Associate Member ~ Sharon L. Jordan ~ 77 Burrage Street - 9567 - LM

Jan Carrier *ppc*
Administrative Assistant